

**ENGINEERING AND RELATED SERVICES
JUNE 17, 2011**

**CONTRACT NO. 4400001357
RETAINER CONTRACT FOR SAFE ROUTES
TO SCHOOLS (SRTS) AND LOCAL ROAD
SAFETY PROGRAM (LRSP)
DISTRICTS 02, 61 AND 62**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Terri Monaghan

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

This Retainer Contract will be used to acquire engineering and related services for Safe Routes to School and/or Local Road Safety Program projects within the referenced Districts. The contract will be between the Consultant and the respective Sponsor of each project, herein referred to as the "Sponsor" and will include projects located in DOTD District 02 (Bridge City), District 61 (Baton Rouge) and District 62 (Hammond).

The selected Consultant will perform engineering and related services to: prepare preliminary and final plans for selected sidewalk and minor road projects; perform construction engineering, inspection and testing services for selected construction/installation projects; provide site investigation and engineering for selected signing and marking projects; perform traffic engineering studies and inspection services for selected locations; all by Retainer Contract under separate Task Orders for each project.

Within 45 days of contract execution the Consultant shall meet with each Sponsor, visit the project site and prepare a project report. The report will contain a detailed project scope, cost estimates for engineering and construction and a time schedule for project completion.

The Consultant will be required to execute Task Orders which will specify the scope of services, contract time, and compensation. Services will be performed under the direct

supervision of the respective Sponsor and will be monitored by DOTD. Each Task Order will become a part of the Retainer Contract.

The projects projected to be included in this contract are as follows:

SPONSOR	DIST.	PROJECT NO.	PROJECT DESCRIPTION
City of Gretna	02	H.006524	Sidewalks, Striping, etc.
City of Gretna	02	H.006525	Sidewalks, Striping, etc.
City of New Orleans	02	To be assigned	Curb Ramps, countdown signals, striping, etc.
City of New Orleans	02	H.006567	Pedestrian Crossing Improvements
City of New Orleans	02	H.006575	Pedestrian Crossing Improvements
City of Thibodaux	02	To be assigned	Traffic Study
City of Baton Rouge	61	H.006499	Bike/Pedestrian path, radar feedback signs
Louisiana State University	61	To be assigned	Bike Lanes and Traffic Calming
Tangipahoa Parish	62	To be assigned	RR Crossing Signs and Pavement Markings
City of Bogalusa	62	H.006621	Bogalusa Striping of Multiple Roads
Livingston Parish Government	62	To be assigned	RR Crossing Signs & Pavement Markings
St. John the Baptist Parish	62	To be assigned	Sidewalk, Signs and lights

*Construction Engineering and Inspection only

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Research Reports
- (c) Property Survey

- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off
- Part II: R/W Acquisition and Utility Relocation
- Part III: Preliminary Plans
- Part IV: Final Plans
- Part VII: Construction Proposal
- Stage 5: Construction
- Part III: Construction Inspection (CE&I)

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

Sidewalk/Road Improvement Projects

STAGE 3: DESIGN

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Work
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Offs

The Consultant shall perform the above services when specified and to the extent required for the subject project specified in the Task Order.

Part II: R/W Acquisition and Utility Relocation

The Consultant shall perform the above services when specified and to the extent required for the subject project specified in the Task Order.

Part III: Preliminary Plans

The Consultant shall prepare preliminary plans for the project specified in the Task Order.

Part IV: Final Plans

The Consultant shall prepare final plans for the project specified in the Task Order.

Part VI: Construction Proposal

The Consultant will prepare the construction proposal for the project specified in the Task Order.

STAGE 5: CONSTRUCTION ENGINEERING SERVICE

Part III: Construction Inspection

The Consultant will perform all construction engineering and inspection services for the project included in the Task Order. The consultant will also be required to supply any material testing services that may be required for the project.

Signing/Pavement Marking Projects

Field Verification – The consultant shall perform field investigations regarding the location and attributes of existing signs, pavement markings and/or other specified traffic control devices at locations specified in the Task Order.

Preliminary – The consultant shall analyze the existing signing and marking and determine required changes to comply with DOTD policies and the latest Manual of Uniform Traffic Control Devices adopted by the Chief Engineer. Preliminary layouts shall be developed to conform to the standards.

The consultant shall obtain concurrence of proposed layouts with the project manager and local governing authorities (if other than the Sponsor).

Final – The consultant shall provide final plans for the project as specified in the Task Order.

The format will be based on the area involved and scale required to provide enough details so that it can be used by a contractor to locate and install the signs as proposed.

Plan notes shall include any sign and support removals and new signs and support installations. The plans shall also include signing summary sheets for each location or other specified area and will include removals, signs, sign supports, and pavement markings by location.

Cost Estimates – A cost estimate of the project will be provided at both the preliminary and final design stages.

Deliverables - The consultant will be required to provide paper and electronic copies of the field survey, field photographs, preliminary/final plans, and preliminary/final estimates.

Installation and Inspection – The Consultant will perform all construction engineering and inspection services for the project included in the Task Order. The Consultant will also be required to supply any material testing services that may be required for the project.

Traffic Study Projects

The consultant will be required to collect field data, perform traffic studies, and prepare preliminary and final plans for traffic signals, flashing beacons or other traffic control devices and/or perform other traffic studies as specified in the Task Order. The format of the plans will be specified in the TO.

Deliverables - The consultant will be required to provide of the field survey, field photographs, final plans, final estimates, reports, etc.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order, or a non-negotiated lump sum, prior to each Task Order being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$600,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for one year with an option to renew for up to **three years**. The services to be performed for each Task Order (TO) will be determined

prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the Sponsor. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual

and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, one Professional Civil Engineer registered in the State of Louisiana with at least five years experience in roadway design, and a corresponding support staff.
4. In addition to the above requirements, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s) or contract employees:
 - a. One Professional Land Surveyor registered in the State of Louisiana, with a minimum of five years experience in preparation of Right-of-Way maps and with a corresponding support staff.
 - b. One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in traffic engineering, and a corresponding support staff.
 - c. One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in roadway construction and a corresponding support staff including inspectors and technicians.

Certification of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

WORK ZONE TRAINING REQUIREMENTS

All engineers, engineer interns, and field personnel who will perform CE&I services for the project shall have completed the appropriate work zone training courses. Certifications of compliance for this training shall be submitted to the DOTD Project Manager or the DOTD Project Coordinator prior to commencement of construction activities. Specific requirements are:

Engineers (field and office):	Flagger (mandatory beginning July 1, 2011) Traffic Control Technician Traffic Control Supervisor
Engineer Interns:	Flagger (mandatory beginning July 1, 2011) Traffic Control Technician Traffic Control Supervisor

Field Inspectors: Flagger
 Traffic Control Technician

Field Senior Technicians: Flagger
 Traffic Control Technician
 Traffic Control Supervisor

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant’s past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant’s current work load, weighting factor of 5;
6. Location will be based from a site centrally located in Districts 02, 61 and 62, weighting factor of 4.

**The following performance rating categories and percentage will be used for this project. The Prime Consultant shall be required to perform the majority of the work.

RR- Road Design (rural) – 75%
CS - Construction Engineering Services – 25%

Complexity level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm’s ratings in each category will then be added to arrive at the Consultant’s final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Terri Monaghan – Project Manager
3. Brian Parsons
4. Marie Walsh
5. Tanya Bankston
6. David Smith

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **Contract No. 4400001357**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, July 6, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.